



Missouri Department of Health and Senior Services

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September 18, 2014

ATTENTION: Certified First Aid / CPR Instructors

The Department of Health and Senior Services (DHSS) requires that staff in licensed child care facilities obtain a minimum of 12 clock hours of DHSS-approved training annually. DHSS has an electronic process to assign training session numbers and maintain child care provider attendance records.

In order for First Aid and CPR courses to count towards annual clock hour requirements, the training must be processed through the Missouri Workshop Calendar (MWC). The process assigns a unique approval training ID for each date/time the course is provided. **It's important to note that online-only First Aid and CPR is not accepted.** The course must be face-to-face or a "hybrid" course that includes hands-on skills practice and assessment from a certified instructor prior to the certification.

The GOOD news is... Once the training course has been approved by DHSS, trainers who offer public First Aid and CPR training may advertise their course offerings on the MWC - that's where child care providers go to find approved training!

An application is approved for a three-year period. Once approved, the course may be scheduled an unlimited number of times over the course of the approval period. Each time the course is scheduled, a 13-digit approval number is assigned. After course completion, the trainer will enter the Missouri Professional Development ID (MOPD ID), a six-digit number provided by child care providers who would like electronic credit for their training clock hours.

Attached is a very detailed, step-by-step instruction sheet. The application process will take approximately 15 - 20 minutes per course (less for those more comfortable with computers). An application should be submitted for every variation of courses that you will be delivering for clock hours (ie. CPR, FA/CPR, FA/CPR/AED, etc).

After you have received approval, you may email CCTraining@health.mo.gov to request that your name/organization be added to the "First Aid/CPR Training" tab to advertise your services by request on that tab on the Missouri Workshop Calendar. See advertisement page here:
<http://www.moworkshopcalendar.org/?id=preapprovedLoc>

If you are new to the process and/or uncomfortable in completing the application process without personal assistance, email CCTraining@health.mo.gov so an assistance call can be scheduled.

Sincerely,

Angela Oesterly
Coordinator of Children's Programs

www.health.mo.gov

Healthy Missourians for life.

The Missouri Department of Health and Senior Services will be the leader in promoting, protecting and partnering for health.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER: Services provided on a nondiscriminatory basis.

The FIRST AID / CPR Child Care Clock Hour Approval Process is valid for certified trainers offering:

- American Academy of Pediatrics PedFACTs
- American Red Cross
- American Heart Association
- American Safety and Health Institute
- EMS Safety
- National Safety Council
- Emergency Care and Safety Institute

If your certification organization does not appear above, or for questions about required contents of an application, publishing a training session, or managing attendance may be sent to CCTraining@health.mo.gov.

Technical issues encountered while using the Missouri Workshop Calendar (errors, account issues, etc) should be sent to Child Care Aware of Missouri at contactus@missouriworkshopcalendar.org.

Below are step-by-step instructions for Approval, Publishing, and Registration/Attendance Management. These instructions are specific to certified First Aid/CPR instructor applications. For individuals who require oral instruction, please email CCTraining@health.mo.gov to schedule at time to receive assistance with this process.

STEP 1: OBTAIN A MOPD ID if you do not have one www.mopdid.org

To apply for clock hour training approval, a Missouri Professional Development ID (MOPD ID) is needed. This 6-digit number can be obtained at www.mopdid.org easily and instantly by entering a name, last 5 SSN, DOB, and email address. Trainers are not required to enroll in the MOPD Registry – only the 6-digit number is needed.

STEP 2: SET UP A MISSOURI WORKSHOP CALENDAR ACCOUNT www.moworkshopcalendar.org

After obtaining a MOPD ID, create an account on the MO Workshop Calendar so that a training approval application can be submitted. ***Be certain to indicate in the account settings that you would like to submitted training applications for approval and be a trainer.***

NOTE: As you are working in the Missouri Workshop Calendar, your work is saved automatically. If you need to leave the site during the application process, you may return to the site and begin working on your application again, which will be saved as a “Draft” in your account. To locate draft applications, Go to the Dashboard, click “Apply for training approval” and click “View all applications” and select “Drafts” at the top of the screen.

STEP 3: SUBMIT AN APPLICATION

A training approval application should be submitted for each course that you offer for a pre-determined number of hours. You might offer First Aid and CPR together in a 4.5 hour course and another CPR course for 3 hours. Those would be entered as two applications. Additionally, you may also offer a First Aid/CPR course for a differing number of hours. Those would also need to be entered as two separate applications. An application is approved for a three-year period.

1. Sign in to www.moworkshopcalendar.org and go to your Dashboard
2. From the “Apply for training approval tab”, select “Start a new training application”
3. Click “Begin” at the bottom of the screen
4. Enter the trainer’s MOPD ID number and click “Look up MOPD ID”, then add any additional trainers
5. Select Lead trainer and assign editing or scheduling permissions to trainers as needed click “Next”
6. Your contact information will fill in automatically, click “Next”
7. Choose “Face-to-face (standard) training” format or, for blended training, choose “Online/distance learning”
8. Under Endorsement, select AHA, ARC, ASHI, EMS Safety, ECSI, AAP or NSC Certification, click “Next”

9. Enter Event (Course) Title, Number of Hours, Brief Description (e.g., "AHA First Aid/CPR Certification"), Outcome (e.g., "AHA First Aid/CPR Certification")
10. Select Core Competency 5.1, Level 1, C. "Responds calmly and effectively in a crisis", click "Next"
11. On the far right of the box, click "Add Activity"
12. Enter the Number of Minutes, Activity Description (e.g.; "AHA First Aid/CPR Training"), Support Materials (e.g., "AHA Training Materials"), Assessment (e.g.; "AHA Skills Test"), Competency 5.1.1.c., Objective (e.g., "AHA First Aid/CPR Certification"), click "Save and return to outline", Click Next
13. Select Target Audience(s) to whom the training is relevant
14. Select Age Group(s) for whom participants will be trained to provide CPR/FA, click "Next"
15. Skip to the bottom of the Evaluation, Certificate, References page and click "Next"
16. When your application is complete, click "Complete application"
17. The training application will be reviewed by DHSS within 30 days (often within one week or less) and when approved, the application will appear on your Calendar account for you to schedule when you hold a training session. You may also publicize the course on the Calendar "By Request".

STEP 4: PUBLISH TRAINING SESSION AND/OR ADVERTISE TRAINING "BY REQUEST"

1. Sign in to www.moworkshopcalendar.org and go to your Dashboard
2. Select "Manage approved training"
3. Select "Publish a training"
4. From the list of approved training courses, click "Publish" under the title of the training to publish
5. Enter the Date, Start time, and End time of your training session
6. Click "Add date and return to event form"
7. Under Sponsor and trainers, click "+/- Change Sponsors"
8. Begin typing your organization's name in the top box. If you have entered it before, it will appear and you can click on it. Once the sponsoring organization's name has been entered, click "+ Add"
9. Under "Clock hours and credentials", enter the certification (e.g., "AHA CPR certification")
10. Select "Region" training will be offered
11. Under "Location" select "Change event location"
12. "Create new location" at the right, click "Create" Once you have added the training location, it will appear in the list at the right for you to select without entering it again
13. After creating Location, click "Select location" under the location at the left
14. Enter "Cost", if any, Description of "Cost" (e.g., "Cost includes AHA certification fee and all materials. Snack is included")
15. Enter payment link, if any (Some trainers use PayPal)
16. Under "Registration instructions" enter method by which the participant should register
17. "Cancellation policy" is optional
18. NOTE: If this is a PRIVATE training – You should mark it PRIVATE so it will not appear on the training calendar for the public to view. To do this, hover the cursor over the word "Publication" on the black bar at the top of the screen. Select "Make private". If "Make public" appears, instead of "Make private", this means it is already a private training so do not click on it.
19. Click "Publish this training to the training calendar"

IMPORTANT: Please request that training participants bring their MOPD IDs to the training session and collect their numbers on a sign in sheet for later entry. Otherwise, the trainer will need to follow up with participants to collect their MOPD IDs after the training.

STEP 5: ENTER ATTENDANCE

After the training has been completed:

1. Sign in to www.moworkshopcalendar.org and go to your Dashboard

2. Click "Manage Registration"
3. Click on the title of the correct session for which attendance will be entered. Pay attention to the Start Date to ensure you have the correct session. If you have more than five sessions open, you may need to click on the link at the bottom of the list to view all events.
4. Follow step-by-step instructions for "Step 1: Manage registration", "Step 2: Attendance worksheet" and "Step 3: Close out attendance"
5. If you do not see the step-by-step instructions, click the blue "Click for more help" link below the large "Step 1:, Step 2:, or Step 3:" headings
6. **NOTE:** An electronic copy of the training sign in sheet is required. An electronic copy can be made by scanning the sign in sheet or taking a clear photograph of the sign in sheet and saving it as a file
7. Once you have clicked "Close out (archive) attendance" the process is completed and participants' electronic attendance record will be recorded

STEP 6: CERTIFICATES

Trainers must provide certificates to training participants while we are transitioning to the electronic system (through at least December 31, 2015). On the certificate please include:

1. Training name
2. Trainer name
3. Participant name
4. Number of hours
5. Date
6. Training approval number (the approval number will be a 13-digit number that will be different each time you publish a training session. When you publish (schedule) the training on the calendar, you'll see the 13-digit code.) To look up the 13-digit approval number for a Published training session, Go to the Dashboard, click "Manage approved training" and click "Browse published trainings, drafts, and templates" and select "Published" at the top of the screen.

Note: EDITING ATTENDANCE TO CORRECT ERRORS AFTER ARCHIVING ATTENDANCE

Once training attendance has been archived, the training attendance will be locked. If later it is discovered that an attendance error has been made, the attendance may be un-archived and edited following these steps:

1. Begin at Dashboard
2. Click "Manage approved training"
3. Click "Browse published trainings, drafts and templates"
4. On the top left, Show "All training"
5. Type the exact title or part of the title into the "Type title or keywords, click >>" box and click ">"
6. The training will be listed on the right. There may be multiple pages which can be selected at the bottom of the list. Click on the title of the training for the correct date
7. On the black bar at the top, hover over "Attendance archived mm/dd/yy" and select "Settings"
8. Click on the blue "Remove lock" link
9. On the black bar at the top, hover over "Registration closed mm/dd/yy" and select "1. Manage registration"
10. Proceed through the attendance process to make changes to the attendance record
11. When finished updating attendance, click "Close out (archive) attendance" on Step 3.
12. Attendance is now updated and archived